

MEMORANDUM

To: Tommy Case; Theresa Rakes

From: Mike Silverman

Date: June 28, 2012

Re: **Commonwealth IT Assessment – Status Report #7**
June 1, 2012 – June 30, 2012

Executive Summary

During this reporting period, PTI reviewed the Commonwealth's comments on the draft document, and made most related changes. We are on track to deliver the revised draft next week as planned. We anticipate delivering the final report in late July or early August, depending upon the volume of comments in the second draft.

We are scheduled to present at the Executive Branch Cabinet Retreat on July 16. Accordingly, we developed a draft of the associated presentation materials and walked through it with the Commonwealth on June 28.

To accommodate a potential August delivery of the final report, a no-cost contract amendment was signed, extending the agreement's expiration date to August 31.

No issues exist.

Tasks Completed/In Progress

The following table presents our current task completion status.

| Task | Completion % |
|--|--------------|
| Project Management | |
| PM.1 Manage Project | 85% |
| PM.2 Develop and Distribute Information Request | 100% |
| PM.3 Conduct Training for PTI Data Collection Tools | 100% |
| Phase 1: Assessment | |
| 1.1 Review State and Cabinet/Agency Data and Documentation | 100% |
| 1.2 Conduct Interviews | 100% |
| 1.3 Conduct State IT Best Practices Research | 100% |
| 1.4 Evaluate Current IT Governance | 100% |
| 1.5 Analyze IT Funding | 100% |
| 1.6 Analyze IT Spending | 100% |
| 1.7 Assess IT Organization and Service Delivery | 100% |
| 1.8 Assess IT Workload Drivers | 100% |
| 1.9 Assess Service Catalog | N/A |
| 1.10 Develop Findings | 100% |
| 1.11 Conduct Findings Validation Workshops | 100% |
| Phase 2 – Strategy Development | |
| 2.1 Develop IT Sourcing Evaluation Indicators | 100% |
| 2.2 Develop Recommendations | 100% |

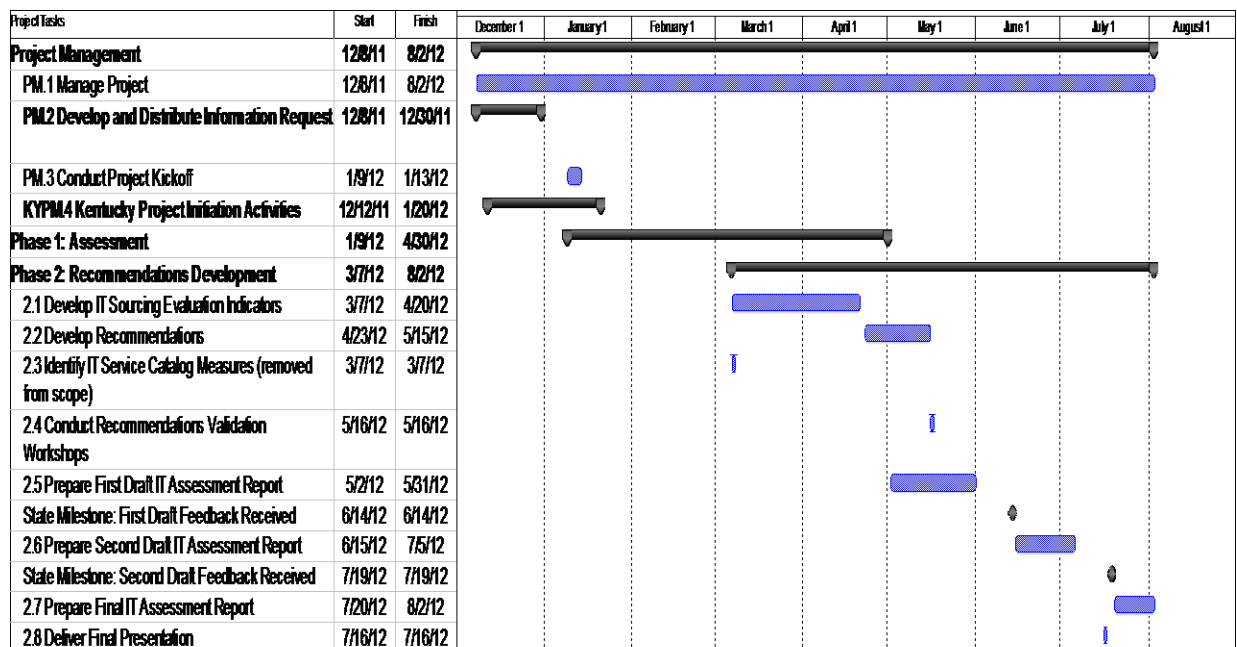
| Task | Completion % |
|--|--------------|
| 2.3 Develop IT Service Catalog Measures | N/A |
| 2.4 Conduct Recommendations Validation Workshops | 100% |
| 2.5 Prepare First Draft IT Assessment Report | 100% |
| 2.6 Prepare Second Draft IT Assessment Report | 90% |
| 2.7 Prepare Final IT Assessment Report | 0% |
| 2.8 Deliver Final Presentation | 10% |

Plans for Next Period (July 1, 2012 – July 31, 2012)

In July we will deliver the revised draft report on or before July 5 and present our findings and recommendations at the Executive Branch Cabinet Retreat on July 16. We will also receive the Commonwealth's feedback on the second draft report and begin working on the final document.

Project Schedule

The following Gantt chart presents the current project timeline.



Issues/Resolution

There are no issues to report at this time.